



Application for a security risk substances (SRS) storage licence

Applying for or
amending a security risk
substances storage licence



Applying for a licence

Resources Safety wants to ensure that security risk substances (SRS) are kept securely. Under the Dangerous Goods Safety (Security Risk Substances) Regulations 2007 (SRS Regulations) a security risk substance is any substance containing more than 45% ammonium nitrate, unless it is an explosive or an aqueous solution.

This application seeks information on a number of important matters relating to security. It is essential that the person completing this application has an understanding on how to secure the storage of SRS from unauthorised access.

The various guidance notes and codes of practice on ammonium nitrate and dangerous goods storage that are listed under reference material at the end of this section should be read in conjunction with the information provided in this application form.

Who needs a licence?

Any person who stores a quantity of an SRS at a place, in bulk or packages, must hold at least one of the following licences that relates to the SRS and authorises the storage of that quantity at that site:

- an SRS Storage Licence; or
- an SRS Manufacture Licence.

The SRS Regulations do provide for a number of situations where an SRS Storage Licence is not required because of the type of place where storage occurs; other relevant dangerous goods licences are already held; or the quantity of SRS involved is small:

- A licence is not required if the person already holds:
 - a Shotfiring Licence that relates to the SRS and stores not more than 100kg of the SRS for use by the person at the site; or
 - an Explosives Storage Licence and stores the SRS in accordance with that licence as if the SRS were an explosive; or
 - an SRS Fertiliser Licence that relates to the SRS and the product is stored for use by the person.
- A licence is not required if:
 - the person controls and manages a commercial laboratory; and
 - the person stores the SRS in a laboratory for analytical or research purposes that do not involve the manufacture of an illegal product; and
 - there is not more than 3kg of any SRS in the laboratory.
- A licence is not required if:
 - the person is an educational institution or government organisation, or employed by one; and

- the person stores the SRS at the premises of the institution or organisation for analytical, educational or research purposes that do not involve the manufacture of an illegal product; and
- there is not more than 3kg of any SRS at the premises.
- A licence is not required if:
 - the person holds an SRS Transport Licence; and
 - the person stores the SRS at the site while it is in transit; and
 - the person stores the SRS at the site in containers that are not opened at the site; and
 - SRS is not used at the site.

Larger storages of SRS

This application **is not** to be used for fertiliser storage by primary producers. Persons in this category are required to obtain an SRS Fertiliser Licence which addresses security concerns.

Where the quantity of SRS stored is greater than 10 tonnes, a separate Dangerous Goods Site Licence may also be required. Applicants should refer to Resources Safety Guidance Note S1, available from the Resources Safety website, for further information on this matter as there are some exceptions including:

- rural dangerous goods locations;
- short term storages (< 6 months); and
- multiple smaller storages on the same site.

Who can apply for a licence?

Applications for this type of licence, which is issued on a 3 yearly bases, can be from individuals, body corporates or partnerships. All individuals named in an application must be 18 years of age or over, be security cleared, and answer questions relating to their integrity.

An application by a body corporate or partnership must nominate an authorised person who will be responsible for the safety and security of the SRS possessed under the licence. This person must hold a current WA Dangerous Goods Security Card, or mutually recognised security clearance, and be involved in the management of, or employed by, the body or partnership. Their personal details will be included on the licence.

Supervised and unsupervised access - what does this mean?

For the purposes of the SRS Regulation an individual is supervised by another person while he or she has access to an SRS if at the time he or she:

- is in the presence of the other person; or

- is in a place where any handling or removal of the SRS is controlled by the other person.

A licence holder may authorise an employee to have in the course of the employee's duties, access to the SRS in the licence holder's possession. If the access is supervised there is no specific need for the employee to have a security clearance.

If access to the SRS is to be unsupervised the employee must possess a security clearance and be recorded by the licence holder as a secure employee.

Approved activities with SRS

In order to obtain an SRS Storage Licence a legitimate purpose must be demonstrated. This includes the use for manufacture of commercial explosives and non-SRS products such as nitrous oxide; use in laboratories for research, teaching and testing; and fertiliser use by primary producers.

Non approved uses - ammonium nitrate products

Licences will not be issued for products containing more than 45% ammonium nitrate in solid form where the purpose is for household use or the fertilisation of recreational grounds such as sports grounds, parks and gardens.

Furthermore, the sale of cold packs containing ammonium nitrate for first aid and camping uses is not permitted.

Obligations of the licensee

A person who holds an SRS Storage Licence:

- must take all reasonable measures to ensure that an unauthorised person does not have unsupervised access to the SRS;
- must ensure the SRS is stored in a way that enables any loss or removal to be identified quickly;
- for packaged SRS must keep an inventory for the place where stored and perform a stocktake at least once a month; and
- must inspect the place at least once a month.

Reference material

Further information can be found at:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007

- Dangerous Goods Safety (Explosives) Regulations 2007

- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007

(downloads of the Act and regulations are available free on the State Law Publisher's website at www.slp.wa.gov.au/statutes)

- Application for a Dangerous Goods Site Licence
- Application for an SRS Fertiliser Licence
- Application for an SRS Manufacture Licence
- Code of Practice - Safe Storage of Solid Ammonium Nitrate
- Code of Practice - Storage and Handling of Dangerous Goods
- Council of Australian Governments (COAG) agreement of 25 June 2004 on counter terrorism measures
- Guidance material on obtaining a Dangerous Goods Security Card
- Guidance Note S1 - Storage and handling of dangerous goods - licensing and exemptions
- List of companies and consultants approved to examine and endorse dangerous goods storage proposals
- National Ammonium Nitrate Guidance Note No.1 - Transport
- National Ammonium Nitrate Guidance Note No.2 - Storage
- National Ammonium Nitrate Guidance Note No.3 - Agricultural Use
- National Ammonium Nitrate Guidance Note No.4 - Siting of New Facilities
- Schedule of prescribed fees and charges for dangerous goods
- Template for a Security Risk Assessment and Security Plan - SRS Storage

(available from the Resources Safety website at www.dmp.wa.gov.au/ResourcesSafety)

- Application form for a Dangerous Goods Security Card

(available from participating post offices - refer Australia Post website www.auspost.com.au or call 13 13 18)

Security clearances

In accordance with the Council of Australian Governments (COAG) agreement of 25 June 2004 on counter-terrorism measures all SRS related licence holders and people with unsupervised access to explosives or SRS must possess a security clearance (and where necessary be a secure employee of their employer). Key features of the assessment process are identity checks to confirm the status of applicants as well as national criminal history record checks including an ASIO clearance.

As a means of proof of a valid security clearance, individuals will be issued with a photographic security card valid for 5 years, and it will be subject to renewal. The security card will allow portability of the security clearance between employers.

Individuals who wish to apply for an SRS Storage Licence or are named in the application, must first obtain a WA Dangerous Goods Security Card.

Details are available on the Resources Safety website and application forms can be obtained from and lodged at participating Post Offices around Western Australia.

An SRS Storage Licence is only valid while the security clearance of the individual or authorised person named in the licence, remains current.

Mutually recognised security clearances

Licence holders may employ persons from outside this State on a short-term basis to have

unsupervised access to the SRS covered under the licence.

Western Australian explosives regulations have mutually recognised various current explosives and Security Sensitive Ammonium Nitrate (SSAN) licences/permits issued by another State/Territory of Australia as being valid security clearances in this State. This does not apply for permanent residents of WA with more than 3 months residency. These are detailed in the following table:

State/Territory	Legislation
New South Wales	Explosives Regulations 2005
Queensland	Explosives Act 1999
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	Security Sensitive Dangerous Substances Act 2005
Victoria	Dangerous Goods (Explosives) Regulations 2000 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

Applicants from interstate, who do not possess a mutually recognised security clearance will be required to obtain a WA Dangerous Goods Security Card in order for the application for licence to proceed.

Integrity information

The regulations require that all individuals who apply for, or are named in the application for, any type of SRS licence must disclose to the Chief Officer:

- details of any relevant offence of which the person has been convicted; and
- details of any charge of a relevant offence against the person that is pending.

The term 'relevant offence' means any of the following:

- an offence against the *Dangerous Goods Safety Act 2004* and regulations;

- an offence against a law of another place that substantially corresponds to the *Dangerous Goods Safety Act 2004* and regulations; or
- an offence against a law of this State or another place, an element of which is the handling, storage or transport of explosives.

Two questions on this matter are contained in the application form and answers in the affirmative to either question must be supported by a separate sheet briefly describing details of the offence and/or charge including places, dates and penalties.

Location of storage

Adequate land title information must be provided to enable the precise location of the site or compound for pre-licence assessment and for future inspection purposes. Applicants must wherever possible provide Global Positioning System (GPS) coordinates that may be specified as:

- longitude/latitude (geographic) coordinates using the Geocentric Datum of Australia 1994 (GDA94); or
- eastings/northings (projected) coordinates which should be in Map Grid of Australia (MGA 94) metres east (x) and metres north (y) and specify the zone; or

For example, GPS coordinates for ABC Explosives Storage Site - Geographic: 121°29'28"E, 30°44'24"S (or in decimal degrees 121.4913°E, 30.7399°S).

Projected: 355574.17, 6598246.30, zone 51

Complimentary site information can include certificate of title (CT) number, mine site tenement number, Reserve number/name (e.g. 38575/Baldivis, 3540/Kalgoorlie).

Site plans

Two plans must be submitted:

- One is to show the whole premises (e.g. a mine site, explosives reserve, farming property, etc.). This plan is to incorporate the location of all explosives and SRS sites/compounds regardless of ownership and the relationship of the SRS storage to surrounding roads, buildings, plant, dangerous goods storages, etc.
- The other plan is to show the individual site or compound that is the subject of this application and the relationship of the SRS storage to all other facilities and storages within the site.

Both plans are to be to scale, indicate true north and show distances in metres.

Security plans

A security plan that describes how the applicant will meet minimum requirements must be prepared and lodged with an application for an SRS Storage Licence. The content of a security plan is referred to in Regulation 31 of the Dangerous Goods Safety (Security Risk Substances) Regulations 2007. In essence, a security plan will address:

- security risk assessment;
- personnel management;
- site security; and
- procedures

To assist industry in this matter, a template has been developed and copies are available from the Resources Safety website.

The licence holder and the person responsible for implementing the security plan are both required to implement and comply with the security plan. The licence holder must promptly advise the Chief Officer of any change in the responsible person or contact details.

The security plan has been declared a 'safety management document' for the purposes of sections 3 and 10 of the *Dangerous Goods Safety Act 2004* and this gives Dangerous Goods Officers the power to order improvements and updates to security plans, as well as allowing the Chief Officer to order third-party audits paid by the licence holder.

Applicant details

Licences can only be granted to an individual, a body corporate or a partnership. An application from a body corporate must be in the name as described on the certificate of incorporation, and a copy of the certificate is to be provided with the application.

The following are also recognised as corporate bodies:

- Federal or State Government Departments
- Local Government authorities (Cities, Towns, Shires)
- Some semi-government organisations (e.g. Water Corporation, Western Power)

Where an unincorporated body owns/operates/leases premises or a site, or undertakes an activity (and does not wish, or is not eligible, to become incorporated (i.e. small businesses, associations, etc.) an eligible individual person must be nominated to be the applicant.

An application from a partnership must include:

- a certified copy of evidence of the partnership; and
- a statutory declaration from **each** partner stating:
 - the name of the partnership

- the name, home address and contact details of all partners; and
- business in which the partnership is engaged.

The licence will be granted in the name of the partnership.

Applications may be received in respect to premises that are operating under a trust. The licence cannot be granted to a trust, but can be granted to, as an example, *'The trustees of the ABC Trust'*. Applications from trusts must include:

- a certified copy of a document which states the name of trust; and
- the name, home address and contact details of **at least one of the trustees**.

Licences cannot be granted to business names or trading names.

Please ensure that a contact number is provided in case the Departmental assessor needs to clarify matter or seek additional information. A residential business is mandatory and may be supplemented with a post office address.

Transitional provisions

There is a transition phase of 12 months from the commencement date of the Dangerous Goods Safety (Security Risk Substances) Regulations 2007. During this period any person who is required to hold a licence to

possess an SRS, or to engage in an activity in respect of an SRS, is not required to hold the relevant SRS licence.

During this period, licence holders will not be prosecuted for not obeying a security plan.

SRS Storage facilities, fire protection and security

The SRS to be stored:

- In approved receptacles or in an approved manner at the principal business address; or
- In registered explosives magazines or other facilities at another approved location, such as an explosives reserve.

For storage that is at the principal business address, the following details are to be provided:

- A detailed and scaled site plan covering the location of the building to all other buildings and boundaries on the site, as well as buildings and roads external to the site to a distance of 50 metres;
- The location and description of any dangerous goods stored on site; and
- The internal layout of the building being used indicating all openings, fire protection

(extinguishers, alarms, etc.), security arrangements and places that are accessible to the public. As a minimum, there must be a 60B dry chemical powder fire extinguisher in a readily accessible location to the proposed SRS storage.

For storage that is in magazines or other facilities at another location, the following information is to be provided:

- Confirmation that magazines are constructed to Australian Standard AS 2187.1-1998, or an approved equivalent and registered with Resources Safety;
- A scaled site plan showing the location of all magazines, separation distances to other buildings and boundaries; and
- Security arrangements that are or will be in place.

Application form

Complete the application section, including the checklist and attach all the required information. **Lodgement of an incomplete application may increase the time it takes to issue you with a licence and deficient applications may be returned to the applicant.**

NOTE: Please refer to the schedule of fees on the Resources Safety website for the current fee applicable to this licence application.

Contact details

Tel: (08) 9358 8001
 Fax: (08) 9358 8000
 Email: rsdclientservices@dmp.wa.gov.au
 Website: www.dmp.wa.gov.au/ResourcesSafety for fees, forms, FAQs, guidance material and publications.



Government of **Western Australia**
 Department of **Mines and Petroleum**
 Resources Safety

Application for a security risk substances storage licence

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Explosives) Regulations 2007
Dangerous Goods Safety (Security Risk Substances) Regulations 2007

ABN: 69 410 335 356

Application no. *(office use only)*

SST



1. What are you applying for? (please tick one)

This application is NOT for primary producers

New licence

Additions or amendments (A) Please indicate the licence number

2. Applicant details

Please tick one of the following boxes and complete the relevant sections below:

Body corporate Partnership Individual Trust

Body corporate (name as shown on certificate of incorporation)

ACN

- Individuals
- Partnerships (names of all partners)
- Trusts (name of at least one trustee)

Family name	Given names

(if insufficient space please attach a separate sheet)

An application from a partnership must include:

- a certified copy of evidence of the partnership; and
- a statutory declaration from each partner stating:
 - the name of the partnership
 - the name, home address and contact details of all partners; and
 - the business in which the partnership is engaged

An application from a trust must include a certified copy of a document which states the name of the trust

Name of the registered business or firm, partnership or trust

Contact details (all applicants)

Phone Facsimile

Mobile Email

ABN

Business street address (mandatory)

Unit no. Street no. Lot no. Street

Town/suburb State Postcode

Postal address (complete if different from above)

Unit no. Street no. Lot no. Street

PO box no. Town/suburb State Postcode

3. Authorised person (mandatory if licensee is body corporate or partnership)

Applicant must nominate an individual who is responsible for the safety and security of the SRS to be covered by the licence.

Position held

Family name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Motor driver's licence no.

Expiry date / / State issued

Street address

Unit no. Street no. Lot no. Street

Town/suburb State Postcode

Phone Facsimile

Email Mobile

4. Security clearance details

Completion of this section is mandatory for either an individual applicant or the responsible person named above.

WA Dangerous Goods Security Card number Expiry date / /

Or

Mutually recognised security clearance from another State/Territory of Australia

Licence / Permit / Description

Licence permit number

Expiry date / / State issued

A certified copy of the licence/permit must be attached to the application.

5. Integrity information

Completion of this section is mandatory for either an individual applicant or the person named in part 3.

Have you been convicted of any offence(s) under any explosives or dangerous goods legislation in Australia? Yes No

Do you have a charge(s) pending relating to any offences under any explosives or dangerous goods legislation in Australia? Yes No

If you answered 'yes' to either of the above questions please attach a separate sheet with details of your full name, date of birth, description of offence(s) and/or charge(s), places, dates, penalties.

6. Security plan

Has a security plan been prepared and attached to this application? (tick box) Yes No

If 'No', please indicate reason

7. Business activity

Indicate the business activity related to the storage of SRS (tick one or more boxes)

Manufacture of commercial explosives Manufacture of non-SRS products

Laboratory use (research, teaching, testing)

Other (please specify)

8. Location of security risk substances site

Property trading name (if applicable)

Address

Unit no. Street no. Lot no. Street

Town/suburb Postcode

Site phone Site fax

Site email

Additional location information (if there is no valid street address)

Global Positioning System (GPS) coordinates

Geographic (GDA94): Latitude Longitude

And/Or

Projected (MGA94): Easting Northing Zone

Land title information

Certificate of title (CT) number

Minesite tenement number

Reserve name or number (e.g. Baldivis or Kalgoorlie)

.....

Building details where SRS stored (if not applicable write N/A)

Briefly describe the type of building where SRS will be stored

Describe the receptacle if applicable in which the SRS will be stored

Registered magazine number (if applicable)

9. Product details

Name of SRS being stored (e.g. fertiliser with greater than 45% Ammonium Nitrate)	Max Qty (stored at any one time)	Packaging type (loose bulk, packaged bulka bags)	Classification code	UN No.

10. Site plans

Two site plans are to be submitted.

- A plan covering the whole property and its relationship to adjoining properties, roads, buildings, etc.
- A plan covering the actual site/compound the subject of this application.

Both plans are to be to scale, indicate true north and show distances in metres.

11. Applicant's declaration (must be signed by intended licensee)

I certify that the above details are true and correct.

Name Position

Signature of applicant Date / /

